

December 24, 2003

PPL No. 03-015

TO: All Local Educational Consortium (LECs) and
Local Governmental Agency (LGAs) Coordinators for
Medi-Cal Administrative Activities (MAA)

**SUBJECT: LEC/LGA MAA PROCEDURE CHANGE FOR REVISED INVOICES
WITH A CREDIT BALANCE**

This Policy and Procedure Letter (PPL) notifies all LECs and LGAs participating in the MAA program about new requirements when submitting to the Department of Health Services (DHS) MAA invoices that have a credit balance. This procedure is for revisions to MAA invoices that have been paid. Instructions have not changed for revising unpaid invoices: see the MAA Provider Manual.

To correct a MAA invoice that has a credit balance, submit:

- A cover letter explaining why the invoice revision was necessary,
- The MAA Summary for Revised Invoice (effective September 2003),
- A copy of the incorrect, previously submitted MAA Detail and Summary Invoices, including all of the required supporting documentation that was originally submitted to DHS,
- A copy of the correct revised MAA Detail and Summary invoices, including all of the required supporting documentation,
- A MAA Revised Invoice Credit Form, and
- A warrant in the amount of the credit balance, if any, made payable to "California Department of Health Services."

Attached to this PPL is the MAA Revised Invoice Credit Form. This form and the invoice templates are available on the MAA website at www.dhs.ca.gov/maa.

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This policy change is effective immediately for all LECs and LGAs participating in the MAA program. For those revised MAA invoices that have a credit balance and that were submitted previous to this PPL, DHS staff will contact the MAA Coordinators if a credit warrant is required.

If you have any questions, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 552-9616 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original Signed By

Mary Lamar-Wiley
Acting Chief
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Enclosure

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